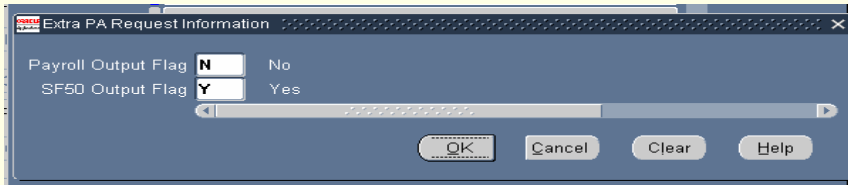


## DOD CORRECTION PROCESS - 002

This job aid covers corrections to any Notification of Personnel Action (NPA). All updates are as of the effective date of the action. In those cases where the database must reflect this data earlier, process a DOD correction as of the employee's hire/conversion date (as appropriate).

STEP	ACTION
1	Create the RPA. From the Navigation List → <b>Request for Personnel Action</b> → <b>DOD Correction Process</b> → <Open>.
2	Complete the <b>REQUESTING INFO</b> Tab of the RPA: <ul style="list-style-type: none"> <li>Effective Date – enter the effective date of the action to be corrected</li> <li>SSN (with dashes) – enter SSN</li> <li>NOA (use LOV or type it in) – Select the NOA to be corrected. The NOA is prefixed by a "C" (e.g., "C721")</li> <li>Authority Code (use LOV or type it in)</li> </ul>
3	Complete <b>only</b> the data field(s) that need to be corrected on the RPA.
4	Enter the Remarks on the <b>REMARKS AND ADDRESS</b> Tab of the RPA. Use Remark C11 to enter the item being corrected. If necessary, you can use several C11 remarks, one for each item being corrected.
5	Click on the <b>&lt;Save&gt;</b> icon to save changes.
6	Click on the <b>EXTRA INFORMATION</b> button and complete the following DDF. Change any other information that should be changed for the action you are correcting. Click <b>&lt;OK&gt;</b> and <b>&lt;Save&gt;</b> when completed.
	<b>US FED AGENCY DATA WINDOW</b>
	Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save.
7	Click on the <b>Control Payroll and SF50 Output</b> DDF. The <b>Extra PA Request Information</b> Window displays. <ul style="list-style-type: none"> <li>Click Yes or No on the data field, <b>Payroll Output Flag</b>, to indicate if a payroll interface transaction must be sent to DFAS for the reconstructed action.</li> <li>Click Yes or No on the data field, <b>SF50 Output Flag</b>, to indicate if an NPA is to be produced.</li> </ul> <p>♦ <b>Example:</b></p> 

8

If action corrects same item on previous action click on **DoD Correction Insert-DT Earliest NOA Eff** and enter the effective date of the earliest action.

♦ Example:

Extra PA Request Information

Date Earliest NOA Effective **01-JUN-2003**

OK Cancel Clear Help

9

If the 'From Side' of the SF-50 should reflect other information, click on the **DOD Correction SF50 From Side** DDF and complete the fields that need to be changed:

Extra PA Request Information

Print From Side

Position Title

Number

Seq No

Pay Plan

Occ Code

Grade or Level

Step or Rate

Total Salary

Basic Pay

Locality Adj.

Adj. Basic Pay

Other Pay

Pay Basis

Org Info Line 1

Org Info Line 2

Org Info Line 3

Org Info Line 4

Org Info Line 5

Org Info Line 6

OK Cancel Clear Help

10

Click **<Save>** and close the **<Extra Information>** window to return to the RPA.

11

Click on the **<Save>** icon to route the RPA or Update HR.